



Damiano Recreation Center Rental Policies

RYE RECREATION

281 Midland Avenue

Rye, NY 10580

(914) 967-2535

recreation@ryeny.gov

Please review all of the policies below. By signing your Rental Application, you are indicating that you have read and agree to these policies. Special requests must be made at the time of application and may result in additional fees.

ELIGIBILITY/USE - Proof of residency is required to qualify for residential rates and must be provided when the application is submitted (Con Ed or utility bill). The individual making the reservation must be present throughout the entire event.

- Please note that other groups may be using the center at the same time or immediately following your use. Be considerate of others and leave the space in order so it can be ready for the next user.

FEES & CANCELLATION POLICY

- **Event Parties:** A 50% deposit is required at the time of reservation for event parties. Full payment is required three (3) weeks prior. \$100 will be forfeited for cancellations less than three (3) weeks prior to the event. A \$150 refundable security deposit is required at time of full payment. This is refundable provided the room is left clean and free of damage and the party did not exceed its permitted time.
- **Children's Birthday Parties:** Payment in full is required at time of reservation. \$100 will be forfeited for cancellations less than three (3) weeks prior to the event. NO alcohol permitted.

In the case that inclement weather cancels your event, Recreation will try to reschedule your event **subject to availability**.

SET-UP TIMES - "Birthday Parties" include 30 minutes for set-up; "Event Parties" include 60 minutes for set-up. Additional set up time is available ONLY for event parties for an additional fee.

CATERING - Use of outside caterers is permitted BUT requires a [permit](#) for "on-site" catering or food trucks. **Food Trucks** must be requested in advance; no more than 2 are permitted per event.

All supplies and/or leftover food should be thrown out or taken home at the end of the event. Failure to do so can mean loss of all or part of your security deposit.

** If you are planning an event that requires materials or supplies to be brought in prior to the event or that will be left on site following the event, you must notify Rye Recreation in advance for special procedures and instructions for use. This may not be permitted based on facility usage before and after your event. Additional fees may be required.

RESPONSIBILITIES OF THE INDIVIDUAL(S) RENTING THE DAMIANO CENTER

- Patrons are expected to leave the facility in the condition that it was found. That includes removal of all decorations, signs, balloons, etc. Please ask the attendant for additional plastic bags if needed. ***Staying beyond scheduled time or leaving the facility unclean or damaged will result in loss of security deposit.***
- There is to be no use of confetti, glue or glitter. Decorations **should not** be placed on the walls or attached to the lighting fixtures. The individual renting the space may be subject to fees if damage occurs.
- Groups and families are responsible for the conduct of their guests. Young children should never be left unattended at any time and they should not be allowed to wander in any other part of the building.

ALCOHOL/AMPLIFIED MUSIC

- Alcoholic beverages require a \$100 permit fee. Alcohol is limited to beer and wine only, and may only be consumed by adults age 21 and over. **NO KEGS are allowed.** Charging for alcohol or charging an admission fee when alcohol is served is prohibited.
- Damiano Recreation Center and McDonald Building are located in a residential neighborhood; common sense should prevail with regard to the volume of music.

SMOKING - NO SMOKING/VAPING is permitted in Recreation Park.

PARKING - Parking is limited to designated spots only. If the main lot is full, street parking is permitted. Designated parking for individuals with disabilities is provided. A 10 minute drop-off period is permitted to unload supplies. Please do not obstruct service roads as department or emergency vehicles may require access.

OCCUPANCY - Please be aware of the occupancy limit that is stated below for each space. You are **not** permitted to exceed the limit under any circumstances.

Fees & Charges

Special "Children's Birthday Party" Perfect for your child's class party – 25 children or less

♦ **Upper Level Big Room** ♦

Subject to availability
Weekdays, between 2:30 – 6:00 p.m.
Saturdays, between 12:30 – 6:00 p.m.
Sundays, between 11:00 – 6:00 p.m.

Reservation: **Full payment** required at time of reservation
NO Alcohol permitted

Fee: 2-hour event: \$225 resident/\$350 non-resident
** Fee includes 30 minute set-up time prior to the event **

Birthday Parties requiring additional time or requesting an alcohol permit are subject to the fees under "Event Parties"

Event Parties

Subject to availability
Reservation Deposit: **50% of fee**
\$150 refundable security deposit
Alcohol Permit Fee: \$100
On-Site Catering or Food Truck Application Fee: \$50

Fees includes 1-hour set up time prior to the event

♦ **Lower Level Multipurpose Room** ♦

Max Capacity 100 seated
(less if DJ or entertainment space is needed)
Friday Nights - as available until 10:00 p.m.
Saturdays, between 12:00 p.m. - 10:00 p.m.
Sundays, between 11:00 a.m. - 8:00 p.m.

Resident Fee: \$375 for the first 2-hours; additional hours at \$100/hour;

Non-Resident Fee: \$500 for the first 2-hours; additional hours at \$100/hour

Round tables (72") and chairs available at no cost
6' serving tables available

♦ **Upper Level Big Room** ♦

Max Capacity 70 seated
(less if DJ or entertainment space is needed)
Friday Nights - as available until 10:00 p.m.
Saturdays, between 12:30 p.m. - 10:00 p.m.
Sundays, between 11:00 a.m. - 8:00 p.m.

Resident Fee: \$275 for the first 2-hours; additional hours at \$100/hour;

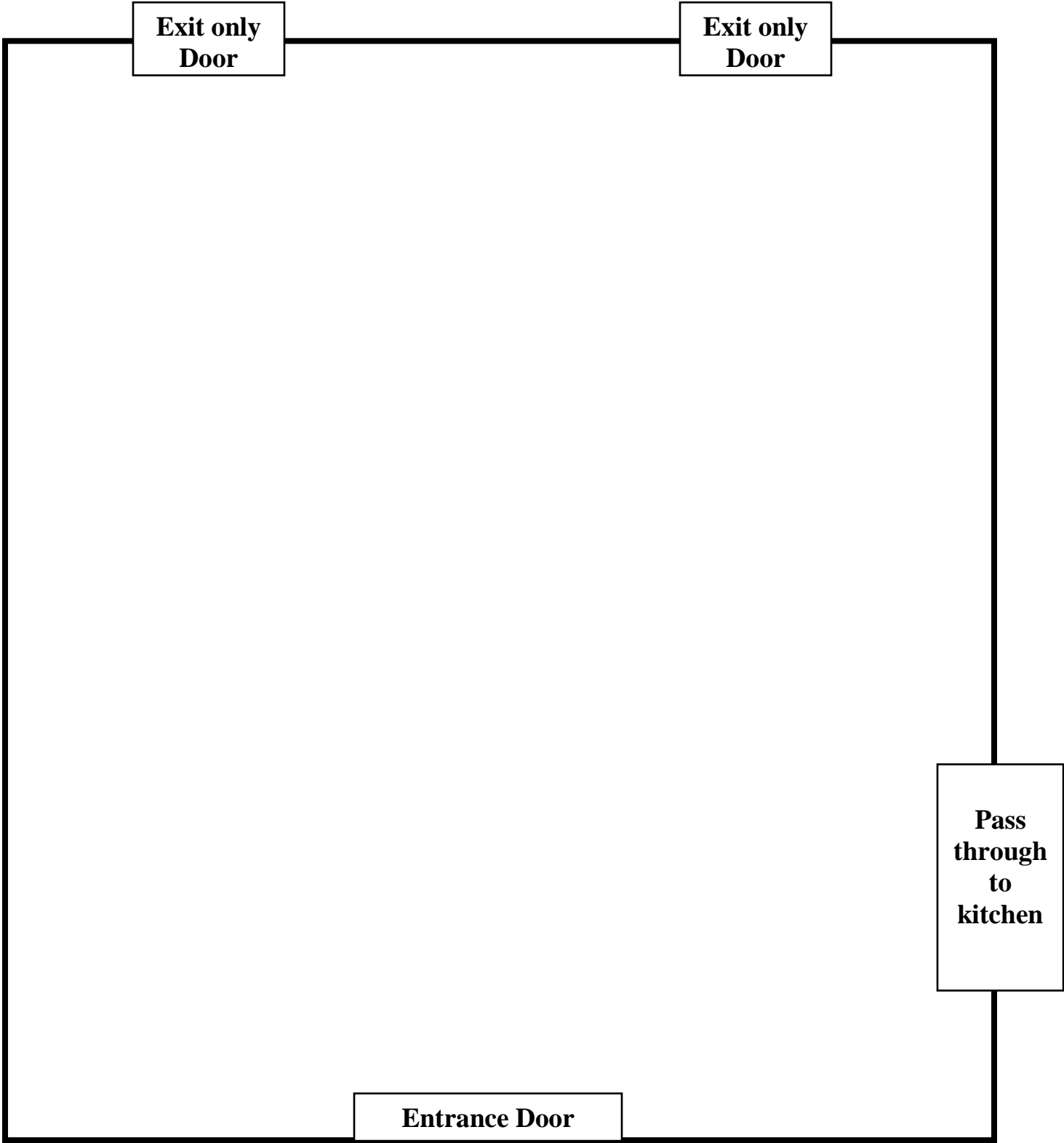
Non-Resident Fee: \$400 for the first 2-hours; additional hours at \$100/hour

6' Tables and chairs available at no cost

Upper Level Big Room

30' x 42'; 1,260 square feet
Maximum seating 70 patrons
6' tables and chairs provided

Name: _____
Event Date: _____
Event time: _____
Special Request: _____
Alcohol Permit: _____



Lower Level Multi-purpose Room

1,900 square feet
Maximum Seating: 100 patrons
72” round tables and chairs provided

Name: _____
Event date: _____
Event time: _____
Special Request: _____
Alcohol Permit: _____

